

MISSION STATEMENT

We promise to provide professional, quality, effective police and fire service in partnership with the community.

VISION STATEMENT

The Albion Department of Public Safety is a fully integrated community policing and problem-solving agency that partners with the community to provide responsive quality police and fire service through the utilization of data, technology and highly professional public safety personnel.

VALUES

Service:

We are committed to providing excellent police and fire service, utilizing all the resources at our disposal, with pride, fairness, and integrity to all.

Integrity:

At all times we will be honest about what we have done, what we can do, and what we will do, by backing our words with corresponding actions, and expecting to be held accountable by our community.

Pride:

We will address each Situation with a sense of commitment to doing the very best job possible with optimism, enthusiasm, and confidence.

Fairness:

We will provide equitable service and treatment to all; we will be flexible as we work toward solutions to problems in our community.



Albion Public Safety
112 West Cass Street
Albion, Michigan 49224
Phone (517) 629-3933
Fax: (517) 629-7652

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HOW TO FILE A COMPLAINT WITH PUBLIC SAFETY

OFFICE OF THE CHIEF



It's a matter of pride.

WHO IS RESPONSIBLE FOR ENSURING PROFESSIONAL STANDARDS?

It is one of the responsibilities of the office of the Chief to ensure that the integrity of the Albion Department of Public Safety is maintained. That means that the high standards of professional conduct must be followed and that the administrative, operational policies and procedures must conform to standards set by the City government and the current legal requirements. The Department vigorously investigates each and every complaint against an officer as well as protect officers who properly perform their assigned duties.

HOW DO I FILE A COMPLAINT?

You can contact a Public Safety Command Officer in person at the Public Safety Headquarters at 112 West Cass Street, Albion Michigan. You may also contact the office of the Chief, Monday through Friday from 8:00 am to 5:00 pm, in person or by telephone at (517)-629-9291, email adpschief@ci.albion.mi.us or by going to our web site at www.ci.albion.mi.us/adps

To give an immediate commendation or criticism by calling the Shift Commander at (517)-629-3933.

HOW LONG DOES AN INVESTIGATION TAKE?

The department tries to complete all investigations within 30 days, although sometimes it takes longer. In those cases, you will be contacted or receive a progress report.

WHAT ARE THE POSSIBLE OUTCOMES OF MY COMPLAINT?

Your complaint will result in one of the following conclusions:

- **Unfounded** — meaning it was proven conclusively that the act or acts in your complaint did not occur;
- **Exonerated** — meaning the act or acts in your complaint did occur but were proven justified or proper;
- **Not Sustained**—meaning there was insufficient evidence to clearly prove or disprove your allegation;
- **Sustained**—meaning there was sufficient evidence to clearly prove your allegations; or
- **Misconduct Not Based On Complaint**—meaning the investigation uncovered improper job performance apart from your complaint.

WHO DECIDES IF MY COMPLAINT IS JUSTIFIED?

The Chief of Public Safety or his designee reviews your complaint. If it is a valid criticism of operating policies or procedures, the Chief and his staff will promptly develop and implement changes. If your complaint warrants criminal action, the Michigan State Police will be contacted to investigate the incident and forward a report to the Prosecutor's office for review. When any complaint against an officer is upheld, appropriate discipline will be taken.

HOW DO I KNOW WHAT HAPPENS?

You will be notified by mail of the investigation results within 45 days. If the investigation cannot be completed within the 30-day period, you will be provided a progress report. When the complaint is decided, you will be notified of the results.

HOW CAN I APEAL THE DECISION?

You can appeal the decision of the Chief of Public Safety to the City Manager's Office at City Hall, 112 West Cass Street, Albion, Michigan 49224, (517)-629-5535, Monday through Friday 8:00 am—5:00 pm.



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